

Newton Office (828) 465-8399  
Newton Fax (828) 465-8962

CATAWBA COUNTY



P.O. Box 389  
Newton, NC 28658  
[www.catawbacountync.gov](http://www.catawbacountync.gov)

## APPLICATION FOR PLAN REVIEW AND/OR BUILDING PERMIT

*All submittals/re-submittals of commercial plan review must be accompanied by a \$10.00 plan processing fee per TRADE.*

Name of Project:		Date of Application:	
Address of Project:		Parcel ID #:	
Applicant:		Phone #:	Fax:
Address of Applicant:		Email:	
Owner:		Phone#:	Fax:
Address of Owner:		Email:	
General Contractor:		Phone#:	Fax:
State License#:	License Classification: (i.e., H1, P1, Limited)	Federal ID #:	
Address of Contractor:		Email:	
Architect/Designer:		Phone#:	Fax:
Address of Arch/Designer:		Email:	
Contact Person for Project:		Phone#:	Fax:
Address of Contact		Email:	

For Commercial Projects ONLY!	Does the Project have a Fire Alarm System?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the Project have a Sprinkler / Standpipe System? *		<input type="checkbox"/> Yes <input type="checkbox"/> No
	*Sprinkler Plan Submission to the County, City of Hickory, Conover or Newton Fire Bureaus' is the responsibility of the customer. Plan Approval must be forwarded to the Permit Center when completed and approved.		
	Will this Project require Environmental Health Review? *		<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If yes, submit one set of plans to Environmental Health with appropriate fee (Page 4 of this application Provides explanation as to when these are required and the fee amounts.).		
	Type of Sewage Disposal: Is Public Sewage available on or adjacent to this project? *		<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If No, a Septic Permit must be applied for prior to project review approval, if not already approved.		
	Type of Water Service: Is Public Water available on or adjacent to this project? *		<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If No, a Well Permit must be applied for prior to project review approval, if not already approved.		
	Are you disturbing more than 1 acre of soil? *		<input type="checkbox"/> Yes <input type="checkbox"/> No
	*If yes, 5 sets of erosion control plans and one set of calculations must be submitted. A fee of \$200 for the first acre and \$150 for each additional acre of disturbed soil will be collected at the time of plan submittal. Additional applications will be required. Forms are at permit centers, or can be obtained from our website(See above for website address)		
	Is this a New Building or Addition that is owned by a Government/Municipal Agency AND 20,000 sq ft or more? NCDOT Approval Letter MUST be submitted to this office before Permits will be issued!		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this Project being submitted for Phased Construction? *		<input type="checkbox"/> Yes <input type="checkbox"/> No	
*If yes, please check which phase?		<input type="checkbox"/> Footing / Foundation <input type="checkbox"/> Shell / Hull-in <input type="checkbox"/> Up-Fit	
Number of Trades A plan review fee will be charged for EACH trade to be reviewed. This will include Building, Electrical, Plumbing and Mechanical. Fees must be paid at time of submittal. Any re-submittals will have the same fee amount due.			# of Trades <div style="border: 1px solid black; width: 100px; height: 20px;"></div>



## APPLICATION FOR PLAN REVIEW AND/OR BUILDING PERMIT

Describe work to be done under this Permit: \_\_\_\_\_

### TYPE OF WORK

- ☐ New Building    ☐ Addition    ☐ Alteration    ☐ Mixed Add/Alter    ☐ Demolition    ☐ Accessory Structure  
☐ Deck / Porch    ☐ Re-Roof    ☐ Pier    ☐ Repairs    ☐ Swimming Pool  
☐ Footing/Foundation    ☐ Shell-In    ☐ NC Rehab    ☐ Up-fit    ☐ Retaining Wall  
☐ Relocate Dwelling \_\_\_\_\_ (Prior Address of Dwelling)

### STRUCTURE USE/OCCUPANCY (check all that apply)

Occupancy Classification  (See Classification list on sheet 5, enter multiple if mixed occupancy)

- ☐ Condominium    ☐ Modular Office    ☐ Retaining Walls (Sealed Plans)  
☐ Addition    ☐ Covered Deck    ☐ Modular Dwelling    ☐ Single Family (site built)  
☐ Agricultural    ☐ Deck only    ☐ Multi-Residential    ☐ Townhouse  
☐ Alteration / Exterior    ☐ Mixed Occupancy    ☐ Modular Garage  
☐ Alteration / Interior    ☐ Hanger, Mixed Use    ☐ Pier (Sealed Plans)

Other \_\_\_\_\_

### TYPE OF CONSTRUCTION

(Circle) I II III IV V Protected (A) Unprotected (B)

*Protected or Unprotected construction refers to whether the building is designed with specific fire rated construction methods.*

### PROJECT DATA

Total Sq Ft \_\_\_\_\_ Heated Sq Ft \_\_\_\_\_ Unheated Sq Ft \_\_\_\_\_ (basement, garage, covered porches, etc)  
Garage Sq Ft \_\_\_\_\_ Bonus Rm Sq Ft \_\_\_\_\_ (finished/unfinished) Basement Sq Ft \_\_\_\_\_ (finished/unfinished)  
1st Floor Sq Ft \_\_\_\_\_ 2nd Floor Sq Ft \_\_\_\_\_ Exterior Finish Material \_\_\_\_\_  
Total # Rms \_\_\_\_\_ # of Units \_\_\_\_\_ # of Stories \_\_\_\_\_ # Full Bathrooms \_\_\_\_\_  
# Half Bathrooms (Toilet & Sink only) \_\_\_\_\_ # Bedrooms \_\_\_\_\_ Building Height \_\_\_\_\_  
Fireplace openings \_\_\_\_\_ (masonry, prefab/gas, prefab/wood) Type of Heat \_\_\_\_\_  
Type of Foundation \_\_\_\_\_

SUBCONTRACTORS NEEDED FOR PROJECT: ☐ Electrical ☐ Plumbing ☐ Heating/ A/C ☐ NONE

POWER/UTILITY COMPANY Servicing the Location: \_\_\_\_\_ Type of Gas Service (Nat. or Propane) \_\_\_\_\_

Is a Temporary Saw Pole Needed for this project? ☐ Yes ☐ No

Will there be more than one electrical Meter for this building? ☐ Yes ☐ No (If Yes, provide Number of Meters \_\_\_\_\_)

I hereby certify that all information in this application is correct and all work will comply with the State Building Codes and all other applicable State and local laws and ordinances and regulations. I understand that a Certificate of Occupancy is required prior to occupying the premises and the Building Services Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

(For Plan Review) Owner / Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

\$ \_\_\_\_\_  
Est. Project cost

(For Permit) Contractor/Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICATION FOR PLAN REVIEW AND/OR BUILDING PERMIT

### Number of Plans Needed for Commercial Plan Review

Each Jurisdiction within Catawba County has different requirements concerning the number of Plans required for commercial plan review. Use the following information to determine the number of plans that must be submitted to the **Catawba County Permit Center** for each project. **A separate Plan submittal will be required for EACH BUILDING submitted for a project. There will be a \$10.00 Plan review fee for each plan submittal or re-submittal.** Approval from all applicable jurisdictions must be received prior to any building permits being issued.

Jurisdiction	Number of Plans *	Additional Requirements
Town of Brookford (828) 322-4903	3 Full Sets with Site Plans	Brookford Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Claremont (828) 459-7009	3 Full Sets with Site Plans	Claremont Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Conover (828) 464-1191	2 Full Sets with Site Plans	Conover Zoning Department requires plans be submitted to their office in addition to those listed here.
Catawba County (828) 465-8380	4 Full Sets with Site Plans	A Zoning Application must be submitted with plans.
City of Hickory (828) 323-7422	6 Full Sets with Site Plans	A Zoning Application and <u>Grading application</u> must be submitted with plans.
Town of Longview (828) 322-3921	3 Full Sets with Site Plans	Longview Zoning Department requires plans be submitted to their office in addition to those listed here.
Town of Maiden (828) 428-5000	3 Full Sets with Site Plans	Maiden Zoning Department requires plans be submitted to their office in addition to those listed here.
City of Newton (828) 465-7400	2 Full Sets with Site Plans	Newton Zoning Department requires plans be submitted to their office in addition to those listed here.
Town of Catawba (828) 241-2215	3 Full Sets with Site Plans	Town of Catawba Zoning Department requires plans be submitted to their office in addition to those listed here.

\* See attached Environmental Health Notice to determine if an additional set of plans is required for Health Department Review.

### Fire Prevention Plan Review

The following jurisdictions have their own Fire Inspection Bureau's. Any project with Sprinklers, Automatic Fire Suppression systems, Fire Alarm Systems, or Hazardous Occupancies, must obtain separate approval and permits from these jurisdictions. All other areas within Catawba County will be administered by the Catawba County Fire Marshal's Office.

Hickory	City of Hickory Fire Prevention Bureau (828) 323-7522
Conover	City of Conover Fire Prevention Division (828)464-1191
Newton	City of Newton Division of Fire Prevention (828) 695-4284

## **APPLICATION FOR PLAN REVIEW AND/OR BUILDING PERMIT**

### **Environmental Health Plan Review Notice**

If you will be commencing construction or operation of any of the uses listed below, you must also apply to the Catawba County Environmental Health department for a permit and provide a set of plans for review. A Catawba County Environmental Health Contact Info form must be completed and submitted with the plan.

Facilities serving food to the public must also submit a "Food Service Plan Review" application and a \$200.00 plan review fee.

Public swimming pools and spas also submit the "Application for Public Swimming Pool Operation Permit" and a \$300.00 plan review fee.

Tattoo establishments must also submit the "Application for Tattooing Permit" and a \$200.00 application fee.

The forms are available at the Catawba County Building Services, or on the Environmental Health website at <http://www.catawbacountync.gov/phealth/ehmain.asp>.

The General Statutes of North Carolina, under Public Health Law, § GS 130A, prohibits commencing construction on these types of facilities without first submitting plans and receiving approval from the local Environmental Health Department.

Restaurant or any other facility selling food to the public

Meat Market

School Building or Lunchroom, public or private (includes colleges)

Commissaries

Elderly Nutrition Site

Sport concession stand

Hotel, Motel, or other Lodging establishment

Bed and Breakfast Home or Inn

Summer Camp

Rest or Nursing Home

Hospital

Child Day Care Facility

Migrant Housing

Residential Care

Jail

Orphanage, Children's Home or similar

Tattoo Parlor

Swimming pool, spa, water spray area or other public impoundment of water (*except single-family private residences*)

If you have questions regarding whether your facility must obtain a plan review and permit from the Environmental Health Department, please call (828) 465-8270, or visit our offices, located in the Catawba County Government Center at 100A Southwest Boulevard, in Newton, North Carolina.



## **APPLICATION FOR PLAN REVIEW**

[www.catawbacountync.gov](http://www.catawbacountync.gov)

# **Occupancy Classifications as defined in the NC State Building Code**

## **Please use these classifications**

- A-1: Assembly, Theatres w/ Stage
- A-1: Assembly, Theatres w/o Stage
- A-2: Assembly, Nightclubs
- A-2: Assembly, Restaurant, Bar & Banquet Hall
- A-3: Assembly, Churches
- A-3: Assembly, Community Halls, Libraries
- A-4: Assembly, Arena
- B: Business, Office building,
- E: Educational
- F-1: Factory and Industrial, Moderate Hazard
- F-2: Factory and Industrial, Low Hazard
- H-1: High Hazard, Explosives
- H2, 3, 4: High Hazard
- H-5: HPM
- I-1: Institutional, Supervised Environment
- 1-2: Institutional, incapacitated
- I-3: Institutional, Restrained
- I-4: Institutional, Day Care Facilities
- M: Mercantile
- R-1: Residential, Hotels
- R-2: Residential, Multiple Families
- R-3: Residential, One-and-Two Family
- R-4: Residential, Care/Assisted Living Facilities
- S-1: Storage, Moderate Hazard
- S-2: Storage, Low Hazard
- U: Utility, Miscellaneous